



## **Supplier Guide for Reporting Sales and Remitting Procurement Efficiency Program (PEP) Fee Payments via NJSTART Reconciler**

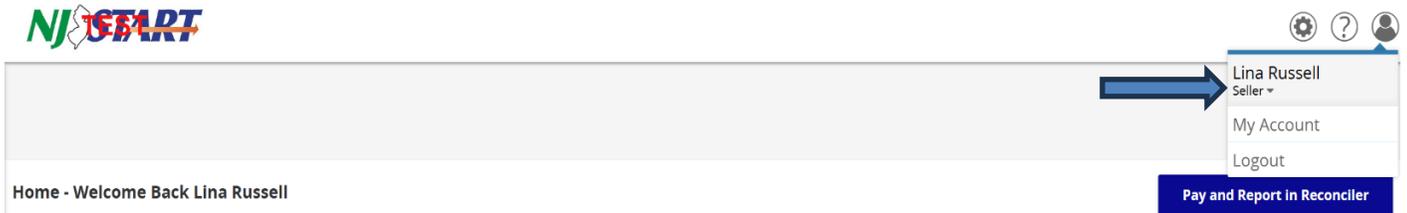
This guide provides step-by-step instructions for the payment of Procurement Efficiency Program (PEP) Fees in NJSTART Reconciler, supported by Tyler Technologies. If you have any questions or issues processing your quarterly payment, please contact [reconciler@mdfcommerce.com](mailto:reconciler@mdfcommerce.com) for assistance.

## Contents (Click on a topic to be directed to it immediately)

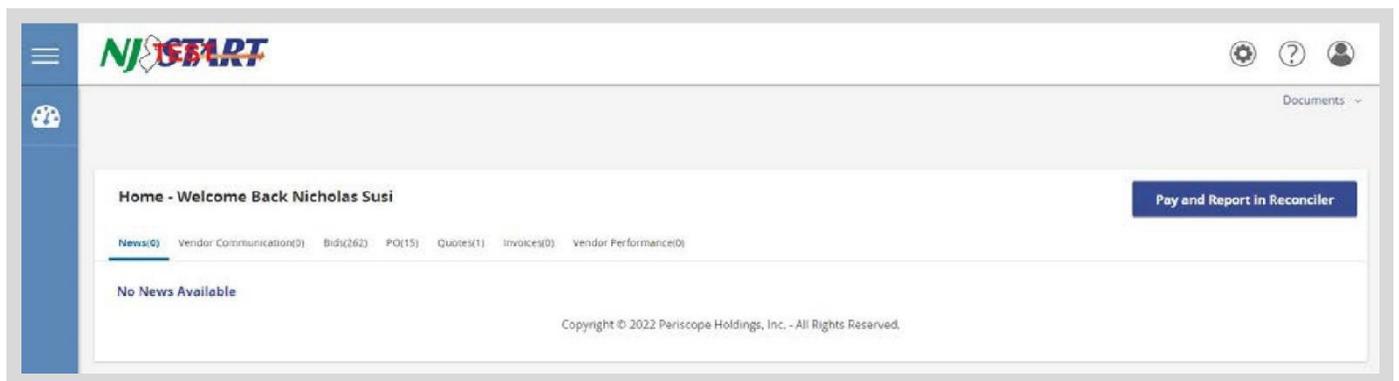
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## LOGIN TO RECONCILER

- Sign in to [NJSTART](#).
- Ensure you navigate to the Seller role by clicking on the person icon in the upper right of the screen and switching (if necessary) to the SELLER role.



- Click the “Pay and Report in Reconciler” button on the far right on Supplier Home Page.



## FIRST TIME ACCESSING RECONCILER POP-UP

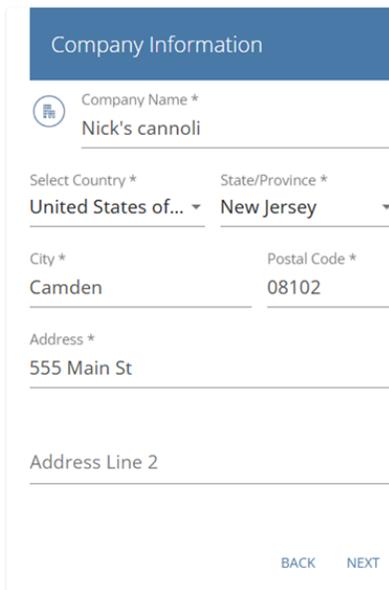
If this is your first time accessing Reconciler, you will need to create or join an S2G company.

**Note:** If a company name pop-up appears, do not click on it. Instead, complete typing the full company name, click anywhere on the screen, and then select “Next.”

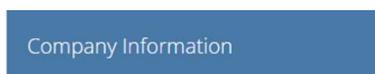
- Type in your Company Name



- Your Company Information will be pre-populated from your data in NJSTART. You may edit it as needed.



- Your Company will be added, and you'll be all set to begin paying your Procurement Efficiency Program (PEP) Fees!



### COMPANY ADDED!

You can edit the company profile under your user Settings after logging into your new Catalog Manager account.

BACK DONE

## RECONCILER DASHBOARD

**Start process** - On the Reconciler Dashboard, click on "Review & Pay" in the Total Fee Due section. If any Total Fees Due are visible, click "Review and Pay" to check the sales recorded by the state and adjust the reports as necessary.

Sales Dashboard | Welcome, Lina  
Company:

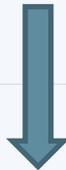
Total Fee Due: \$0.00

Payment Pending: \$0.00

---

■ Fees - Ready to Pay (0 items)  
■ Fees - Needs Review (0 items)

[View Payment History](#)



REVIEW & PAY  
Review, modify or upload your sales report

- Click "Needs Review" next to the Contract Number and reporting period to submit Procurement Efficiency Program (PEP) Fees.

*(Note: If your company has multiple contracts, you'll need to review and process each one.)*

\*For clarification, contact [reconciler@mdfcommerce.com](mailto:reconciler@mdfcommerce.com)

**Fee Summary**  
(Review, modify or pay your sales reports)

Select all Entities

Sort By: ALL ENTITIES | Status: Show Unpaid/Pending

Reporting Period	Entity	Contract Number	Contract Name	Total Sales	Total Fees	Status	Action Items
APR-JUN 2023	STATE OF NEW JERSEY - Division of Purchase and Property	22-PHI-01586	Cannoli Contract	\$430.50	\$4.31	Unpaid	<span style="background-color: #0056b3; color: white; padding: 2px 5px;">Needs Review</span> <span style="background-color: #ccc; padding: 2px 5px; margin-left: 5px;">Choose Payment</span>
OCT-DEC 2022	STATE OF NEW JERSEY - Division of Purchase and Property	22-PHI-01586	Cannoli Contract	\$0.00	\$0.00	Unpaid	<span style="background-color: #0056b3; color: white; padding: 2px 5px;">Needs Review</span> <span style="background-color: #ccc; padding: 2px 5px; margin-left: 5px;">Choose Payment</span>
JUL-SEP 2022	STATE OF NEW JERSEY - Division of Purchase and Property	22-PHI-01586	Cannoli Contract	\$19,580.50	\$195.81	Pending - Online	<a href="#">View Report</a> <span style="background-color: #ccc; padding: 2px 5px; margin-left: 5px;">Choose Payment</span>

# REPORTING OPTIONS

## 3.A REPORT \$0 DOLLARS

**Start process** - If you have no sales to report during the period, click the circle next to "Report \$0 Dollars."

Sales Report Options | STATE OF NEW JERSEY - Division of Purchase and Property
×

**Entity:** STATE OF NEW JERSEY - Division of Purchase and Property  
**Contract ID / Contract Name:** 22-PHI-01586 / Cannoli Contract  
**Fee Type / Rate:** Percentage / 1%  
**Reporting Period:** APR-JUN 2024

Total Sales: **\$0.00**  
 Total Fees: **\$0.00**

**REPORT \$0 DOLLARS**

Choose this option if you have no sales to report during this period.

OR

ADD, REVIEW OR MODIFY SALES REPORT

**MODIFY OR REVIEW SALES REPORT**  
 Choose this option if you would like to enter your sales report online without a spreadsheet, or review your current sales report.

**UPLOAD ITEMS VIA CSV OR EXCEL SPREADSHEET**  
 Choose this option if you would like to load your sales items via a spreadsheet (template available on next screen)

CLOSE

NEXT

**Step 1** - Check the box to acknowledge your accurate reporting information, click Submit, and end the Process.

Sales Report Options | STATE OF NEW JERSEY - Division of Purchase and Property
×

**Entity:** STATE OF NEW JERSEY - Division of Purchase and Property  
**Contract ID / Contract Name:** 25-ADMIN-03364 / Reconciler Name Change Test  
**Fee Type / Rate:** Percentage / 1%  
**Reporting Period:** JAN-MAR 2024

Total Sales: **\$0.00**  
 Total Fees: **\$0.00**

**Acknowledgment**

I am reporting \$0 in sales for this reporting period.

are that this is a true and accurate report of payments and fees due pursuant to the terms of the above-referenced, Statewide Contract, under pains and penalties of perjury.

CLOSE

SUBMIT

## 3.B REPORT ITEMS INDIVIDUALLY

**Start process** - To report items individually or to view the sales recorded by the State, please select the circle adjacent to “Modify or Review Sales Report.”

Sales Report Options | STATE OF NEW JERSEY - Division of Purchase and Property
✕

**Entity:** STATE OF NEW JERSEY - Division of Purchase and Property  
**Contract ID / Contract Name:** 22-ADMIN-01682 / Cannoli Contract  
**Fee Type / Rate:** Percentage / 1%  
**Reporting Period:** APR-JUN 2024

**Total Sales: \$9,229.56**  
**Total Fees: \$92.30**

**REPORT \$0 DOLLARS**  
 Choose this option if you have no sales to report during this period.

OR

**MODIFY OR REVIEW SALES REPORT**

Choose this option if you would like to enter your sales report online without a spreadsheet, or review your current sales report.

**UPLOAD ITEMS VIA CSV OR EXCEL SPREADSHEET**

Choose this option if you would like to load your sales items via a spreadsheet (template available on next screen)

CLOSE
NEXT

**Step 1** - You may add additional purchasing organizations via the option “Add Purchasing Organization” on the right side of the Sales Detail View (blue ribbon and + symbol).

**SALES DETAIL VIEW**
Total Sales: \$200.00
Total Fees: \$1.00
HELP CLOSE

**Entity:** STATE OF NEW JERSEY - Division of Purchase and Property  
**Contract ID / Contract Name:** 25-ADMIN-03453 / Organization Review and Merge Enhancements (CO-OP)  
**Fee Type / Rate:** Percentage / 1%  
**Reporting Period:** APR-JUN 2024

**Line Item Summary** LAST UPDATED 12:51 pm - 2/04/2025

Already Accounted (System):	0
Total Included Items (Self):	2
<b>Line Items you will be paying:</b>	<b>2</b>
<b>Total Difference:</b>	<b>0</b>

**Need to update your report in bulk?**

- 1 - Download Template with existing transactions **DOWNLOAD REPORT**
- 2 - Make necessary changes in your spreadsheet
- 3 - Re-upload report **BULK UPLOAD**
- 4 - Download transaction report for your records

Search (Invoice Number, PO Number, Item Description)
TOTAL COUNT OF ORGANIZATIONS: 2
Close

**STEP 1** ENTER INFORMATION BELOW AND PRESS THE "ADD ORG" BUTTON

State *	Purchasing Organization	Department	Total Sales:	Total Fees:	
New Jersey	DOT-Jason Local	DOT-Jason Local	\$100.00	\$1.00	Delete Expand
New Jersey	NJ Dept of Transportation (EXEMPT)	NOT SPECIFIED	\$100.00	\$0.00	Delete Expand

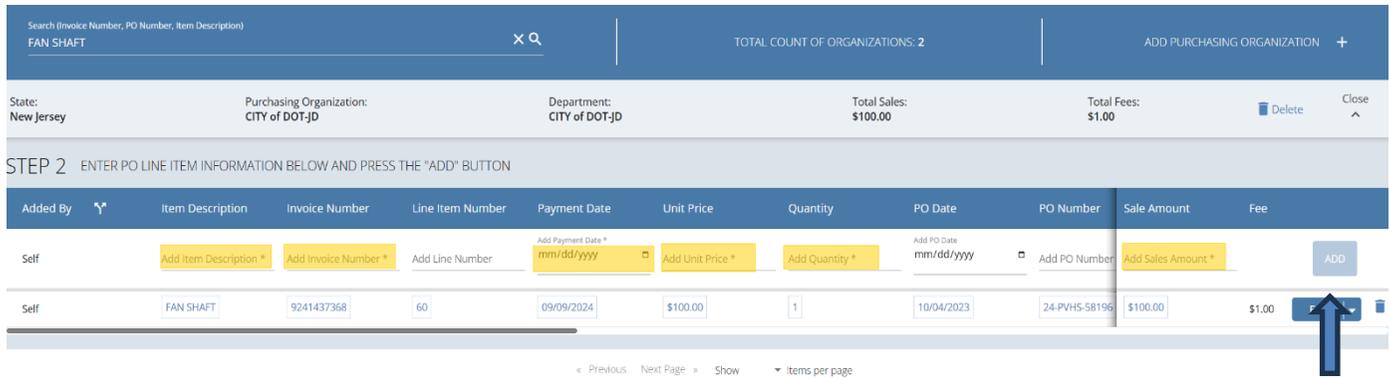
« Previous
1
Next Page »
Show
5
Organizations per page

SAVE & EXIT
CONTINUE

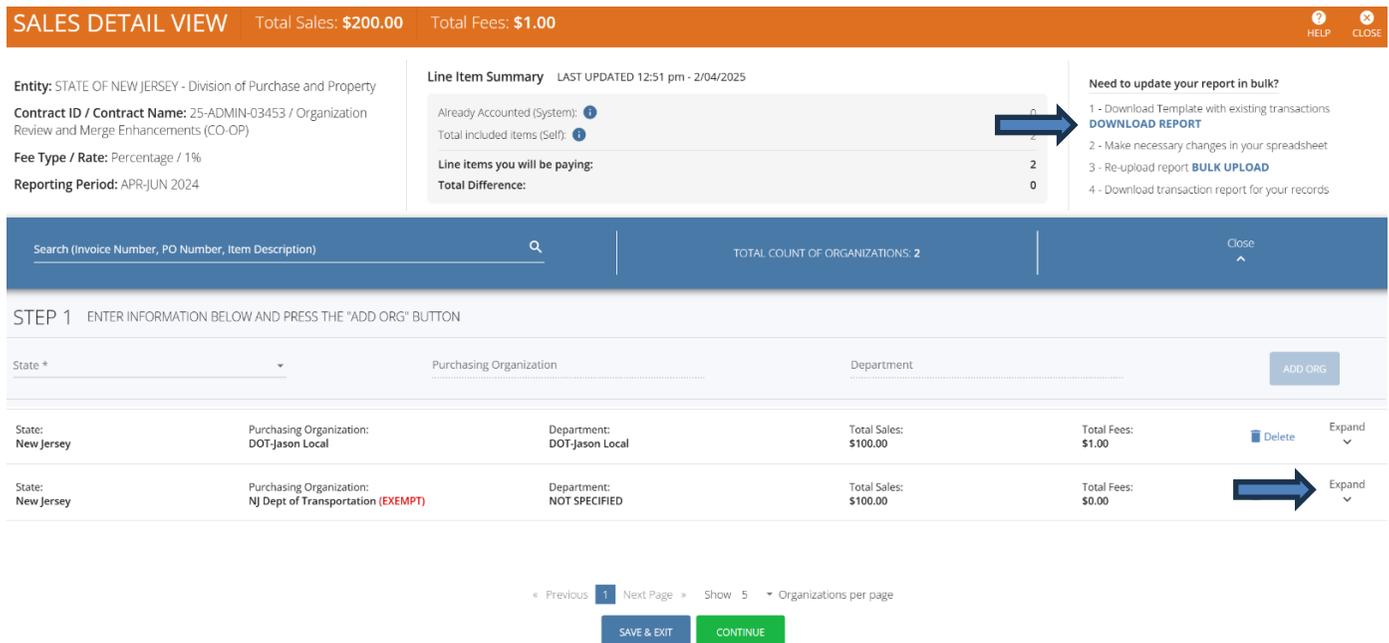
**Step 2** - Enter the Total Amount of Sales for the period in the field "Add Sales Amount."

**Step 3** - Fill out the required fields to the left of the "Sales Amount" column (designated with an asterisk in the open fields).

**Step 4** - Click blue "ADD" button to secure the sale to your report. (If this button is not available for selection, check that all required fields are filled out).



**Step 5** – To view and modify the sales added by the state, click on "Expand" or to see them in the spreadsheet, click "Download Report."



## Options To Edit the Transactions

The Edit button allows you to Defer, Decline, or Split transactions. Clicking the (  ) icon will remove the entire transaction from the report.

**NOTE:** Sales added by the State cannot be deleted.

Search (Invoice Number, PO Number, Item Description)  X Q TOTAL COUNT OF ORGANIZATIONS: 2 ADD PURCHASING ORGANIZATION +

State: New Jersey Purchasing Organization: CITY of DOT-JD Department: CITY of DOT-JD Total Sales: \$100.00 Total Fees: \$1.00 Delete Close

STEP 2 ENTER PO LINE ITEM INFORMATION BELOW AND PRESS THE "ADD" BUTTON

Added By	Item Description	Invoice Number	Line Item Number	Payment Date	Unit Price	Quantity	PO Date	PO Number	Sale Amount	Fee
Self	Add Item Description *	Add Invoice Number *	Add Line Number	Add Payment Date * mm/dd/yyyy	Add Unit Price *	Add Quantity *	Add PO Date mm/dd/yyyy	Add PO Number	Add Sales Amount *	ADD
Self	FAN SHAFT	9241437368	60	09/09/2024	\$100.00	1	10/04/2023	24-PVHS-S8196	\$100.00	0

« Previous Next Page » Show ▾ Items per page

State: New Jersey Purchasing Organization: NJ Dept of Transportation (EXEMPT) Department: NOT SPECIFIED Total Sales: \$100.00 Total Fees: \$0.00 Delete expanded

**Defer:** If the purchaser hasn't paid yet, mark an item as deferred and select a reason from the drop-down menu. This moves the item to the next reporting period, excluding its sales amount and fees from the current period.

**Decline:** If fees for a transaction were already paid in a prior period, select Edit, then Decline, and provide a reason. Declined items are removed from current calculations and are subject to audit. NOTE: if declining the sales, make sure to [reconciler@mdfcommerce.com](mailto:reconciler@mdfcommerce.com)

**Split:** Use Split when a purchaser partially pays for an item (e.g., paid for 2 of 5). Separate the unpaid portion and defer it to the next reporting period.

For more help, access the guide via the Help option in the top-right corner.

Finish by scrolling to the bottom of the screen and selecting "Save & Exit" if you are unfinished or "Continue" to acknowledge amounts. **Your reporting is considered non-compliant until you have selected a payment method.**

Once completed, you can download a report of all acknowledged transactions and associated fees for your NJSTART contract for your records.

**Step 6 -** Once you have added and adjusted all transactions for the period, scroll to the bottom of the page and select "Continue."

SALES DETAIL VIEW | Total Sales: **\$200.00** | Total Fees: **\$1.00**
? HELP    ✕ CLOSE

**Entity:** STATE OF NEW JERSEY - Division of Purchase and Property  
**Contract ID / Contract Name:** 25-ADMIN-03453 / Organization Review and Merge Enhancements (CO-OP)  
**Fee Type / Rate:** Percentage / 1%  
**Reporting Period:** JUL-SEP 2023

**Line Item Summary** LAST UPDATED 1:58 pm - 1/30/2025

Already Accounted (System): <span style="color: blue;">i</span>	0
Total included items (Self): <span style="color: blue;">i</span>	2
<b>Line items you will be paying:</b>	<b>2</b>
<b>Total Difference:</b>	<b>0</b>

**Need to update your report in bulk?**

- 1 - Download Template with existing transactions **DOWNLOAD REPORT**
- 2 - Make necessary changes in your spreadsheet
- 3 - Re-upload report **BULK UPLOAD**
- 4 - Download transaction report for your records

Search (Invoice Number, PO Number, Item Description)
✕ Q
TOTAL COUNT OF ORGANIZATIONS: 2
ADD PURCHASING ORGANIZATION +

State	Purchasing Organization	Department	Total Sales	Total Fees	Delete	Expand
New Jersey	CITY of DOT-JD	CITY of DOT-JD	\$100.00	\$1.00		▼
New Jersey	NJ Dept of Transportation (EXEMPT)	NOT SPECIFIED	\$100.00	\$0.00		▼

« Previous **1** Next Page » | Show 5 Organizations per page

SAVE & EXIT
CONTINUE
←

**Step 7 -** Check the Acknowledgment box, then click "Choose Payment."

Sales Report Options | STATE OF NEW JERSEY - Division of Purchase and Property
✕

**Entity:** STATE OF NEW JERSEY - Division of Purchase and Property  
**Contract ID / Contract Name:** 25-ADMIN-03453 / Organization Review and Merge Enhancements (CO-OP)  
**Fee Type / Rate:** Percentage / 1%  
**Reporting Period:** JUL-SEP 2023

**Total Sales: \$200.00**  
**Total Fees: \$1.00**

State	Organization Name	Department	Total Sales	Total Fees	
New Jersey	CITY of DOT-JD	CITY of DOT-JD	\$100.00	\$1.00	<span style="background-color: #2c5e8c; color: white; padding: 2px 5px; border: 1px solid #ccc;">VIEW &amp; EDIT DETAILS</span>
New Jersey	NJ Dept of Transportation	NOT SPECIFIED	\$100.00	\$0.00	<span style="background-color: #2c5e8c; color: white; padding: 2px 5px; border: 1px solid #ccc;">VIEW &amp; EDIT DETAILS</span>

« Previous **1** Next Page » | Show 5 Items per page

**Acknowledgment**

I am reporting \$200.00 in sales for this reporting period and will pay \$1.00 in fees for this reporting period.

← I certify that this is a true and accurate report of payments and fees due pursuant to the terms of the above-referenced, Statewide Contract, under pains and penalties of perjury.

CLOSE
SAVE & EXIT
Choose Payment
←

## 3.C BULK UPLOAD VIA CSV OR EXCEL SPREADSHEET

**Start process** - To report using the excel or .csv template, click the circle next to “Upload Items via CSV or Excel Spreadsheet.”

Sales Report Options | STATE OF NEW JERSEY - Division of Purchase and Property
✕

Entity: STATE OF NEW JERSEY - Division of Purchase and Property  
 Contract ID / Contract Name: 25-ADMIN-03453 / Organization Review and Merge Enhancements (CO-OP)  
 Fee Type / Rate: Percentage / 1%  
 Reporting Period: JUL-SEP 2023

Total Sales: **\$200.00**  
 Total Fees: **\$1.00**

REPORT \$0 DOLLARS  
 Choose this option if you have no sales to report during this period.

OR

ADD, REVIEW OR MODIFY SALES REPORT

MODIFY OR REVIEW SALES REPORT  
 Choose this option if you would like to enter your sales report online without a spreadsheet, or review your current sales report.

UPLOAD ITEMS VIA CSV OR EXCEL SPREADSHEET  
 Choose this option if you would like to load your sales items via a spreadsheet (template available on next screen)

CLOSE
NEXT

Sales Report Options | STATE OF NEW JERSEY - Division of Purchase and Property
✕

Entity: STATE OF NEW JERSEY - Division of Purchase and Property  
 Contract ID / Contract Name: 25-ADMIN-03453 / Organization Review and Merge Enhancements (CO-OP)  
 Fee Type / Rate: Percentage / 1%  
 Reporting Period: JUL-SEP 2023

Total Sales: **\$200.00**  
 Total Fees: **\$1.00**

Instructions

①

Download sales spreadsheet template

Template includes all known items that are already accounted for by the entity

[Download sales template \(csv format\)](#)

②

Make necessary changes in your sales spreadsheet

③

Upload sales spreadsheet

Upload File

File type: csv, Excel (.xls and .xlsx)

CLOSE
REVIEW SALES DETAILS

**Step 1** - Download the sales spreadsheet template.

**Step 2** - Make necessary additions or changes if needed to the 9 required fields in the spreadsheet. Be sure not to add columns or change existing column positions. See Reporting Tips below.

**Step 3** - Upload the revised file.

## Reporting Columns Transcriptions:

- **Organization** – The purchasing organization (State or Municipal entity making the purchase).
- **State** – Use the abbreviation NJ only.
- **Department** – The department within the purchasing organization making the purchase. If unknown, copy the Organization name instead.

### REPORTING TIPS

- **Numeric Columns:** Use up to 5 decimal places only.
- **Negative Amounts:** Indicate negative amounts with a "-" sign; do not use parentheses or "\$".
- **Date Format:** Enter dates as either *01/01/2025* or *1/1/2025*.
- **Sales Transactions:** Avoid leaving blank lines between transactions.
- **"Added By" Column:** This is for internal use only—please disregard.
- **"Admin Fee" Column:** Leave this field blank; the system will automatically calculate fees based on your contract.
- **"Sum Function"** – don't use the Sum function, as that will lead to an error when uploading and will not identify the Error code. Please remove the SUM function before uploading the report in Reconciler.
- **Do not enter 0 as the quantity.** You can show that you've provided something for free by setting the unit price and sales amount to 0, but the quantity must be a positive or negative number.
- **Do not enter 0 as the quantity.** If an item was provided for free, set the unit price and sales amount to 0, but the quantity must always be a positive or negative number.
- Ensure the total sales amount reflects the figure after all discounts are applied, excluding tax and freight charges.

**Note:** Nine required fields are marked with an asterisk (\*) in the template's header row.

**Step 4 - Scroll to the bottom of the page and select "Continue."**

SALES DETAIL VIEW | Total Sales: **\$200.00** | Total Fees: **\$1.00**

[? HELP](#)
[✕ CLOSE](#)

**Entity:** STATE OF NEW JERSEY - Division of Purchase and Property

**Contract ID / Contract Name:** 25-ADMIN-03453 / Organization Review and Merge Enhancements (CO-OP)

**Fee Type / Rate:** Percentage / 1%

**Reporting Period:** JUL-SEP 2023

**Line Item Summary** LAST UPDATED 1:58 pm - 1/30/2025

Already Accounted (System): <span style="color: #0070c0;">i</span>	0
Total included items (Self): <span style="color: #0070c0;">i</span>	2
<b>Line items you will be paying:</b>	<b>2</b>
<b>Total Difference:</b>	<b>0</b>

**Need to update your report in bulk?**

- 1 - Download Template with existing transactions **DOWNLOAD REPORT**
- 2 - Make necessary changes in your spreadsheet
- 3 - Re-upload report **BULK UPLOAD**
- 4 - Download transaction report for your records

✕ Q

TOTAL COUNT OF ORGANIZATIONS: **2**

ADD PURCHASING ORGANIZATION +

State	Purchasing Organization	Department	Total Sales	Total Fees		
New Jersey	CITY of DOT-JD	CITY of DOT-JD	\$100.00	\$1.00	<span style="color: #0070c0;">🗑</span> Delete	Expand <span style="font-size: 0.8em;">▼</span>
New Jersey	NJ Dept of Transportation (EXEMPT)	NOT SPECIFIED	\$100.00	\$0.00	<span style="color: #0070c0;">🗑</span> Delete	Expand <span style="font-size: 0.8em;">▼</span>

« Previous 1 Next Page »
Show 5 Organizations per page

SAVE & EXIT
CONTINUE
←

**Step 5 - Check the Acknowledgment box, then click "Choose Payment."**

Sales Report Options | STATE OF NEW JERSEY - Division of Purchase and Property
 ✕

**Entity:** STATE OF NEW JERSEY - Division of Purchase and Property

**Contract ID / Contract Name:** 25-ADMIN-03453 / Organization Review and Merge Enhancements (CO-OP)

**Fee Type / Rate:** Percentage / 1%

**Reporting Period:** JUL-SEP 2023

**Total Sales: \$200.00**

**Total Fees: \$1.00**

State	Organization Name	Department	Total Sales	Total Fees	
New Jersey	CITY of DOT-JD	CITY of DOT-JD	\$100.00	\$1.00	<span style="background-color: #0070c0; color: white; padding: 2px 5px;">VIEW &amp; EDIT DETAILS</span>
New Jersey	NJ Dept of Transportation	NOT SPECIFIED	\$100.00	\$0.00	<span style="background-color: #0070c0; color: white; padding: 2px 5px;">VIEW &amp; EDIT DETAILS</span>

« Previous 1 Next Page »
Show 5 Items per page

**Acknowledgment**

I am reporting \$200.00 in sales for this reporting period and will pay \$1.00 in fees for this reporting period.

I hereby declare that this is a true and accurate report of payments and fees due pursuant to the terms of the above-referenced, Statewide Contract, under pains and penalties of perjury.

CLOSE
SAVE & EXIT
Choose Payment
←

# PAYMENT OPTIONS

## PAY LATER / PAY VIA ACH OR CHECK

**Start process** - select "Other/Bank" to submit the report and generate an invoice for check payment.

**Note:** "Save and Exit" will save your progress but does not submit your report. Compliance is only achieved once both acknowledgment and payment are completed.

Sales Report Options | STATE OF NEW JERSEY - Division of Purchase and Property ✕

**Entity:** STATE OF NEW JERSEY - Division of Purchase and Property  
**Contract ID / Contract Name:** 25-ADMIN-03453 / Organization Review and Merge Enhancements (CO-OP)  
**Fee Type / Rate:** Percentage / 1%  
**Reporting Period:** JAN-MAR 2023

Total Sales: **\$200.00**  
 Total Fees: **\$1.00**

State	Organization Name	Department	Total Sales	Total Fees	
New Jersey	CITY of DOT-GMB	CITY of DOT-GMB	\$100.00	\$1.00	<a href="#">VIEW &amp; EDIT DETAILS</a>
New Jersey	NJ Dept of Transportation	NOT SPECIFIED	\$100.00	\$0.00	<a href="#">VIEW &amp; EDIT DETAILS</a>

« Previous **1** Next Page » Show **5** Items per page

### Acknowledgment

I am reporting \$200.00 in sales for this reporting period and will pay \$1.00 in fees for this reporting period.

I hereby declare that this is a true and accurate report of payments and fees due pursuant to the terms of the above-referenced, Statewide Contract, under pains and penalties of perjury.

CLOSE

SAVE & EXIT

Choose Payment ▾

STATE OF NEW JERSEY - Division of Purchase and Property	25-ADMIN-03452	Organization Review and Merge Enhancements (CO-OP)	\$200.00
STATE OF NEW JERSEY - Division of Purchase and Property	25-ADMIN-03384	Fee Rate Modification Test	\$489.50
STATE OF NEW JERSEY - Camden			

Pay Now

Other (Check/Bank)

Unpaid

Unpaid

**Option 1**—If you are paying via ACH or check (Other Check/Bank), follow the instructions displayed. If you mail a check, please print and include an invoice.

Other (Check/Bank)
✕

**Instructions:**  
Please print or manually copy the following information and include it with your payment.

REFERENCE ID: 25-ADMIN-03453 JAN-MAR 2023	
Company Name:	
Customer/Entity:	STATE OF NEW JERSEY - Division of Purchase and Property
Contract Name:	Organization Review and Merge Enhancements (CO-OP)
Contract Number:	25-ADMIN-03453
Reporting Period:	JAN-MAR 2023
Total Sales:	\$200.00
Total Fees Due:	\$1.00

**Remittance Information**  
Pay using one of the following methods

**Remittance Address(es) for Checks**  
Pay through the bank

CANCEL
PRINT
DONE

NOTE: By clicking the DONE button you are reporting you will mail in the check.

**Option 2** - If you are returning to select payment method and print invoice, select Choose Payment on the Fee Summary page. Follow the steps for your preferred method of payment.

## Fee Summary

(Review, modify or pay your sales reports)

Select all Entities

<

STATE OF NEW JERSEY

Aloha eBUYS

>

Sort By: STATE OF NEW JERSEY      Status: Show Unpaid/Pending

Reporting Period	Entity	Contract Number	Contract Name	Total Sales	Total Fees	Status	Action Items
JUL-SEP 2023	STATE OF NEW JERSEY - Division of Purchase and Property	25-ADMIN-03453	Organization Review and Merge Enhancements (CO-OP)	\$200.00	\$1.00	Unpaid	Needs Review    Choose Payment
JAN-MAR 2023	STATE OF NEW JERSEY - Division of Purchase and Property	25-ADMIN-03453	Organization Review and Merge Enhancements (CO-OP)	\$200.00	\$1.00	Unpaid	Edit Report    Choose Payment
JAN-MAR 2023	STATE OF NEW JERSEY - Division of Purchase and Property	25-ADMIN-03452	Organization Review and Merge Enhancements (CO-OP)	\$200.00	\$1.00	Unpaid	Choose Payment
APR-JUN 2024	STATE OF NEW JERSEY - Division of Purchase and Property	25-ADMIN-03453	Organization Review and Merge Enhancements (CO-OP)	\$200.00	\$1.00	Unpaid	Needs Review    Pay Now
APR-JUN 2023	STATE OF NEW JERSEY - Division of Purchase and Property	25-ADMIN-03452	Organization Review and Merge Enhancements (CO-OP)	\$200.00	\$1.00	Unpaid	Edit Report    Other (Check/Bank)

## PAY ONLINE

**Start process** - If you are paying online, you will be directed to the checkout portal to Complete your payment.

**Step 1** - Your customer contact information will already be populated based on your login. The information in these fields can be updated if desired. Then click "Next."

<p><b>Payment</b></p> <p><b>Customer Information</b></p> <p style="text-align: right;"><small>Complete all required fields [ * ]</small></p> <p>Country *  <input type="text" value="United States"/></p> <p>First Name *  <input type="text" value="Lina"/></p> <p>Last Name *  <input type="text" value="Russell"/></p> <p>Company Name  <input type="text" value="Nick's cannoli"/></p> <p>Address *  <input type="text" value="555 Main St"/></p> <p>Address 2  <input type="text"/></p> <p>City *  <input type="text" value="Camden"/></p> <p>State *  <input type="text" value="NJ - New Jersey"/></p> <p>ZIP/Postal Code *  <input type="text" value="08102"/></p> <p>Phone Number *  <input type="text" value="123-456-7890"/></p> <p>Email *   <input type="text" value="linacannoli@mallinator.com"/></p> <p style="text-align: right;"><b>Next &gt;</b></p>	<p><b>Transaction Summary</b></p> <table border="1"> <tr> <td>APR-JUN 2024__25-ADMIN-03453</td> <td>\$1.00</td> </tr> <tr> <td><b>Pay now with New Jersey Government Services</b></td> <td><b>\$1.00</b></td> </tr> </table>	APR-JUN 2024__25-ADMIN-03453	\$1.00	<b>Pay now with New Jersey Government Services</b>	<b>\$1.00</b>
APR-JUN 2024__25-ADMIN-03453	\$1.00				
<b>Pay now with New Jersey Government Services</b>	<b>\$1.00</b>				
<p><b>Payment Information</b></p> <p><b>Cancel</b></p>	<p><b>Need Help?</b></p> <p>Please complete the Customer Information Section.</p>				

**Step 2 - Complete the required payment information fields and click “Next.”**

### Payment

**Customer Information** ✓

[Edit](#)

**Address**  
Lina Russell  
Nick's cannoli  
555 Main St  
Camden, NJ 08102

**Phone Number**  
123-456-7890

**Country**  
United States

**Email Address**  
linacannoli@mailinator.com

**Payment Information** ✓

[Edit](#)

Complete all required fields [\*]

Card and Wallet Electronic Check

Select if this payment IS being funded specifically by a FOREIGN source (bank or company), an International ACH Transaction ("IAT").

**Name on Account \***

This is a business account.

**Routing Number \*** **Account Number \***

**Re-enter Account Number. \***

Checking  Savings

Pay \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

012345678    01234567890  
 Routing Number                  Account Number

[Next >](#)

[Cancel](#)

**Transaction Summary**

APR-JUN 2024_25-ADMIN-03453	\$1.00
Pay now with New Jersey Government Services	

**Need Help?**

Please complete the Customer Information Section.

**Step 3 - Scroll to the bottom of the Terms and Conditions box. Check the checkbox to authorize the transaction. Then click “Submit Payment.”**

### Payment

**Customer Information** ✓

[Edit](#)

**Address**  
Lina Russell  
Nick's cannoli  
555 Main St  
Camden, NJ 08102

**Phone Number**  
123-456-7890

**Country**  
United States

**Email Address**  
linacannoli@mailinator.com

**Payment Information** ✓

[Edit](#)

**Electronic Check** **Name on Account**

\*\*\*\*3456 Test

**Terms and Conditions** [Open a new window to print](#)

Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records.  
By checking "Yes" and opting to pay by electronic debit against the bank account specified above, I agree and stipulate to all statements.

1. I am the legal owner, have power of attorney, or have legal authority in relation to the bank account

Yes, I authorize this transaction.

[Submit Payment](#)

[Cancel](#)

**Transaction Summary**

APR-JUN 2024_25-ADMIN-03453	\$1.00
Pay now with New Jersey Government Services	

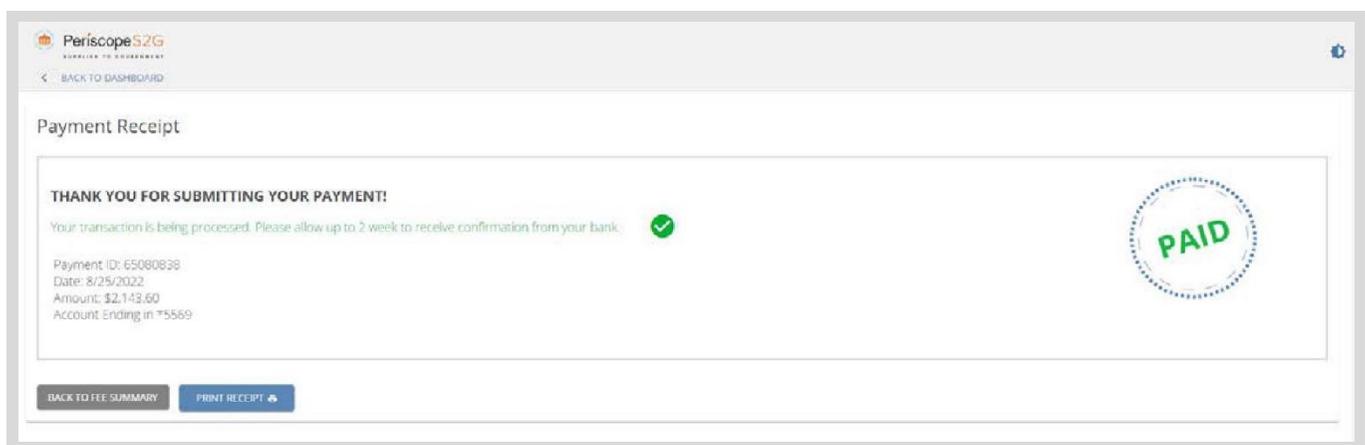
**Need Help?**

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.

**Step 4** - A message will show that your payment is being processed. Do not hit the back button during this time.



**Step 5** - A payment receipt confirmation will appear which you can print using the “Print” button if desired.



**Step 6** - Click “BACK TO FEE SUMMARY” to return to the Reconciler Dashboard.